

**Admission and Orientation**

**Inmate Handbook**



**Federal Bureau of Prisons**

**Federal Correctional Complex**

**Beaumont, Texas**

**October 20, 2009**

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**ADMISSION AND ORIENTATION INMATE HANDBOOK  
FEDERAL CORRECTIONAL COMPLEX  
BEAUMONT, TEXAS**

**TABLE OF CONTENTS**

INTRODUCTION. . . . .	1
INTAKE, CLASSIFICATION, AND THE UNIT TEAM.. . . .	1
Intake . . . . .	1
Orientation. . . . .	1-2
Classification Teams (Unit Teams). . . . .	2
GENERAL FUNCTIONS OF UNIT STAFF . . . . .	3
Unit Manager . . . . .	3
Case Manager . . . . .	3
Correctional Counselor . . . . .	3
Unit Secretary . . . . .	3
Unit Officer . . . . .	3-4
Communications . . . . .	4
Initial Classifications/Program Reviews. . . . .	4
Town Hall Meetings.. . . .	4
DAILY INMATE LIFE.. . . .	4
Sanitation.. . . .	4-5
Recycling Expectations.. . . .	5
Fire Drills . . . . .	5
Laundry Services . . . . .	5-6
Barber Shop. . . . .	6
Wake-Up . . . . .	6
Unit Assignments . . . . .	6
QUARTERS RULES. . . . .	6-8
Personal Property Limits.. . . .	8
Special Purchase Items.. . . .	8
Legal Materials. . . . .	8
Hobby Craft Materials. . . . .	8
Letters, Books, Photographs, Newspapers, and Magazines . . . . .	8-9
Radios and Watches.. . . .	9
Jewelry. . . . .	9
Clothing . . . . .	9
Food Storage . . . . .	9
COMMISSARY. . . . .	9-10
Commissary Items.. . . .	10
Deposits to Account . . . . .	10
Commissary Fund Withdrawals. . . . .	10-11
Inmate Identification Cards. . . . .	11
SECURITY PROCEDURES . . . . .	11
Counts.. . . .	11
Inmate Call-Outs . . . . .	11-12
Controlled Movement. . . . .	12
Contraband . . . . .	12-13
Searches . . . . .	13

Drug Surveillance . . . . .	.13
Alcohol Detection . . . . .	.13
Fire Prevention and Control . . . . .	.13
PROGRAMS AND SERVICES . . . . .	.13
Job Assignments . . . . .	.13
Performance Pay . . . . .	.14
UNICOR . . . . .	.14
Food Service . . . . .	14-15
Counseling Activities . . . . .	.15
Education Programs . . . . .	.16
Vocational Trades . . . . .	.16
Recreation and Leisure Time Programs . . . . .	16-17
Psychology Services . . . . .	17-19
Suicide Prevention and Intervention . . . . .	.19
Sexually Abusive Behavior . . . . .	.19
Release Preparation Program . . . . .	.19
Religious Programs . . . . .	.20
Inmate Financial Responsibility Program . . . . .	.20
HEALTH SERVICES . . . . .	.20
Medical Services . . . . .	20-21
Sick Call . . . . .	.21
Eyeglasses . . . . .	21-22
Emergency Medical Treatment . . . . .	.22
Advance Directives . . . . .	.22
Physical Examinations . . . . .	22-23
Medications/Pill Line . . . . .	.23
Immunizations . . . . .	.23
Dental . . . . .	.23
Inmate Copayment Program . . . . .	23-24
Over-the-Counter Medications Program . . . . .	.24
CONTACT WITH THE COMMUNITY AND PUBLIC . . . . .	.24
Correspondence . . . . .	24-25
Incoming Correspondence . . . . .	.25
Incoming Packages . . . . .	.25
Incoming Publications . . . . .	25-26
Special Mail . . . . .	26-27
Correspondence Between Confined Inmates . . . . .	.27
Rejection of Correspondence . . . . .	27-28
Notification of Rejection . . . . .	.28
Receipt of Personal Items . . . . .	.28
Forwarding Mail . . . . .	.28
Funds Received Through the Mail . . . . .	.28
Unauthorized Items Received Through the Mail . . . . .	.29
Mailing of Inmate Personal Property . . . . .	.29
ACCESS TO LEGAL SERVICES . . . . .	.29
Legal Correspondence . . . . .	.29
Attorney Visits . . . . .	.29
Legal Material . . . . .	.29
Attorney Phone Calls . . . . .	.29
Law Library . . . . .	.30

Notary Public . . . . .	.30
Copies of Legal Materials . . . . .	.30
Inmate Access to Central File . . . . .	.30
Inmate Access to Other Documents . . . . .	30-31
Court Security Improvement Act of 2007 . . . . .	.31
Freedom of Information/Privacy Act of 1974 . . . . .	.31
TELEPHONES . . . . .	.31
Telephone Regulations . . . . .	31-32
VISITING . . . . .	.32
Visiting Hours . . . . .	32-33
Number of Visitors . . . . .	.33
Split Visits . . . . .	.33
Frequency of Visits . . . . .	33-34
Approved Visitors . . . . .	34-36
Visiting Restrictions and Overcrowding . . . . .	.36
Visiting Restrictions . . . . .	.36
Visitor's Conduct . . . . .	.36
Inmate's Conduct . . . . .	.37
Personal Property . . . . .	37-38
Special Visits . . . . .	38-39
Detention or Disciplinary Segregation Status . . . . .	39-40
Dress Code for Inmates . . . . .	.40
Dress Code for Visitors . . . . .	40-41
Identification of Visitors . . . . .	.41
PROBLEM RESOLUTION . . . . .	.41
Inmate Request to Staff . . . . .	41-42
Administrative Remedy Program . . . . .	42-43
Sensitive Complaints . . . . .	.43
DISCIPLINARY PROCEDURES . . . . .	.43
Discipline . . . . .	.43
Inmate Discipline Information . . . . .	43-44
Initial Hearing . . . . .	.44
Discipline Hearing Officer . . . . .	.44
Appeals of Disciplinary Actions . . . . .	.45
Special Housing Unit . . . . .	45-46
INMATE RIGHTS AND RESPONSIBILITIES . . . . .	46-49
PROHIBITED ACTS AND SEVERITY SCALE . . . . .	49-61
HEALTH CARE RIGHTS AND RESPONSIBILITIES . . . . .	61-64
PAIN MANAGEMENT . . . . .	.64
RELEASE . . . . .	.64
Sentence Computation . . . . .	.64
Fines and Costs . . . . .	64-65
Detainers . . . . .	.65
CLOSING . . . . .	.65
DIRECTIONS . . . . .	.66
SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION PAMPHLET . . . . .	67-73

**ADMISSION AND ORIENTATION INMATE HANDBOOK  
FEDERAL CORRECTIONAL COMPLEX (FCC)  
BEAUMONT, TEXAS**

**INTRODUCTION**

Welcome to the Federal Correctional Complex, Beaumont, Texas. This Complex consists of a United States Penitentiary, Medium Security Institution, Low Security Institution, and Satellite Prison Camp. The purpose of this handbook is to provide inmates at FCC Beaumont with general information regarding the Bureau of Prisons as well as items which may be specific to FCC Beaumont. The primary mission of FCC Beaumont is to provide a safe and humane environment for inmates sent to us by the U.S. Court System. The Admission and Orientation (A&O) Program and the A&O booklet have been prepared to assist you in adjusting to this institution. The booklet should be maintained with your personal property and used as a reference guide and tool to answer basic questions during your tenure at this facility. FCC Beaumont is a tobacco free institution. Tobacco products cannot be used, transferred in from other institutions, or bought in Commissary.

During the A&O Program you will receive a presentation from each department of this institution. This presentation is to inform you and to familiarize you with the rules and procedures of each operation. Armed with the knowledge of what you can use to improve yourself, your participation in programs and your adherence to all rules and regulations will create a very positive environment.

**Intake** - Bureau staff screen newly arrived inmates to ensure that health, safety, and security standards are met. Before placing an inmate in the general population, social and medical screening interviews are conducted. Inmates are provided with a copy of the institution's rules and regulations, which include information on inmates' rights and responsibilities. Inmates are also assigned to a specific Unit Team.

**Orientation** - The A&O Program consists of two distinct components; Institution A&O and Unit A&O. The intake screening process, which is considered the first step in orienting an inmate to the institution, is completed prior to participating in the A&O Programs. Following an inmate's arrival, he will be assigned to a housing unit. Within four weeks of arrival, he will be placed on call-out, which is posted daily in each housing unit, to report to the institution chapel to participate in the Institutional A&O. While in this portion of the A&O Program, inmates will learn about the programs, services, policies, and

procedures regarding the facility. Also, they will hear lectures from staff regarding their specific programs and departments. Additionally, inmates will visit various areas within the institution to acclimate them to their new surroundings. Upon completion of the Institutional A&O Program, inmates will be assigned to an appropriate work assignment, provided they are medically capable of doing so.

During the Unit A&O Program, inmates will receive an overview of each unit staff member's role and procedures. Unit staff will present their sections of the orientation process within seven calendar days after the inmate's arrival into their assigned unit. Inmates reassigned to another unit within the institution for any reason will be provided unit orientation within seven calendar days after the inmate's arrival in the reassigned unit. Only those topics which are unique to the unit or differ from procedures in other units will be addressed during these A&O Programs.

**Classification Teams (Unit Teams)** - FCC Beaumont is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. Unit offices are located in the housing units so staff and inmates can be accessible to each other. A Unit Team typically includes one Unit Manager, two Case Managers, two Correctional Counselors, and one Unit Secretary. When available, an education advisor and the Unit Officer will sit on a Unit Team and are considered members of the Unit Team.

Inmates are assigned to a specific Unit Team. Generally, the resolutions of issues or matters of interest are more appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of your unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and 7:30 a.m. to 4:00 p.m. on weekends and holidays. The Unit Team members usually schedule their work hours in such a manner that at least one (1) team member will be available at times when inmates are not working. A copy of your unit staffs' work schedule is posted on the unit bulletin board, along with the designated open-house hours when staff are available to address inmate concerns.

The housing units are named in alphabetical fashion. All of the housing units are designated as general population units.

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager** - The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He or she is a department head at the institution and has a close working relationship with other departments and personnel. As "chairperson" of the Unit Team, the Unit Manager reviews all team decisions and ordinarily chairs the Unit Discipline Committee (UDC).

**Case Manager** - The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is supervised by the Unit Manager on a daily basis and the Case Management Coordinator (a specialized department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

**Correctional Counselor** - The Correctional Counselor provides inmates with counseling and guidance in the areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a major role in all segments of unit programs and is a member of the Unit Team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Correctional Counselor holds major responsibility for the security, safety, and sanitation of the unit. He or she is also responsible for creating and maintaining inmate visiting and telephone lists. The Correctional Counselor is a frequent member of the Unit Discipline Committee.

**Unit Secretary** - The Unit Secretary performs clerical and administrative duties. Additionally, the secretary will make the transportation arrangements for an inmate's transfer to a Residential Reentry Center (RRC) or release to the community.

**Unit Officer** - The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of institution rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties.

Unit Officers are jointly supervised by the Unit Manager and the Captain (chief correctional supervisor) during his or her unit assignment.

**Communications** - There is a unit staff member available each day of the week and most evenings until 9 p.m. The unit bulletin boards contain written communication of interest to inmates, as well as unit staff members' work hours. Unit managers may use town hall meetings at his or her discretion to foster improved communications. Each unit maintains open house hours in order to address inmate concerns. The open house hours are posted in each unit.

**Initial Classifications/Program Reviews** - Each newly committed inmate will be scheduled for initial classification within 28 days of arrival. An inmate who returns as a parole, mandatory, or supervised release violator shall also be scheduled for initial classification within 28 days after arrival. Program reviews will be held every 90 days for those inmates within 12 months of release and every 180 days for inmates with more than 12 months remaining until release. These are held by the Unit Teams to review programs, work assignments, transfers, custody, institution adjustment, etc. During these reviews, inmates have the opportunity to meet with all members of the Unit Team and address issues of mutual concern.

**Town Hall Meetings** - Town hall meetings are scheduled by the Unit Manager as necessary. These meetings are held to make announcements and to discuss changes in policy and procedures for the unit and within the Bureau of Prisons.

#### **DAILY INMATE LIFE**

**Sanitation** - It is the inmate's responsibility to check his cell/cubicle immediately after being assigned there and to report any damage to the correctional officer. An inmate may be held financially liable for any damage or contraband found in his cell/cubicle. Each inmate is responsible for making his bed in accordance with regulations before work call or when he leaves the area (including weekends and holidays). Each inmate is also responsible for sweeping, mopping, and cleaning his personal cell/cubicle, removing trash, and ensuring it is clean and sanitary. Cleaning supplies will not be stored in rooms. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Wax will not be used for any cell floors. Any inmate found using wax in their assigned cell/cubicle will be issued an incident report.

A violation of any of these sanitation regulations may result in disciplinary action including placement in a six-man cell.

From 7:30 a.m. until 4:00 p.m., Monday through Friday, inmates outside of their assigned units must be fully dressed in the appropriate issued uniform. All shirt tails will be kept tucked inside the waistband, and all uniforms must be the accurate size for each inmate. No sagging, bagging, and no sweat or casual clothing will be worn with the issued khaki or green uniform. Khaki or green attire will be required for both breakfast and lunch, Monday through Friday. "Leisure" attire will be allowed in the dining hall for the evening meal, weekends, and holidays with all shirts tucked in while in the dining hall for every meal. No hats or sunglasses permitted in the dining hall. Approved religious head wear may be worn inside the dining hall.

**Recycling Expectations** - Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" mandates recycling initiatives at federal installations. Staff and inmate participation in our recycling initiatives are expected and assist with creating a better environment for both FCC Beaumont and the local community. Recycling efforts at FCC Beaumont include the recycling of plastics, aluminum cans, paper, cardboard, tin cans, batteries, wood, various metals, and Kevlar (UNICOR Medium).

**Fire Drills** - Fire drills will be conducted at least once each quarter in each area of the institution. Housing units will conduct fire drills on each shift, rotating each quarter. All inmates will evacuate the building in a timely fashion when advised to do so. Evacuation plans are posted throughout the institution in each building. Fire extinguishers and other life safety devices are for emergency use only. Fire sprinkler pipes are not to be used as exercise equipment. Pull ups and chins or any other activity are prohibited. Any misuse or intentional false alarms will result in disciplinary actions.

**Laundry Services** - Government issued clothing will be exchanged weekly. A schedule is posted outside the laundry and within the housing units. Inmates will be required to maintain their initially issued clothing for a period of six (6) months before exchanging or replacing clothing items. Clothing/linen exchange information is also available in the institution laundry. Laundry facilities are also available in each housing unit for

your personal clothing and linen.

**Barber Shop** - Inmates are permitted to wear their hair in any style they choose, provided the appearance is neat and clean. No designs or logos may be cut into an inmate's hair. Inmates may report to the Barber Shop during their scheduled non-duty hours. All haircuts are free of charge.

**Wake-up** - General wake-up for all inmates at FCC Beaumont is 6:00 a.m. The Unit Officer will announce breakfast, when notified, and the control center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. Work-call for institution work assignments is ordinarily 7:30 a.m. at the USP and 7:40 a.m. at the Low and Medium. It is the inmate's responsibility to leave the unit for work. Inmates who are late for work are subject to disciplinary action.

**Unit Assignments** - Inmates are assigned to specific housing units and are not permitted to enter any other unit. The sidewalks leading to the individual units are out-of-bounds areas for inmates not assigned to that specific unit. Violations will be cause for disciplinary action. Inmates are authorized to visit members of their Unit Team in instances where the staff member is located in another unit. For example, an inmate living in Unit NB is permitted to be in Unit MB if he is awaiting to see his Unit Manager in the office located downstairs. In these instances, inmates are required to wait outside the unit staff area prior to being seen and must advise the Unit Officer of their presence in the unit.

#### **QUARTERS RULES**

In order to minimize maintenance costs, FCC Beaumont imposes reasonable regulations on inmate conduct and furnishings in the housing units. Uniform inspections and searches are conducted to maintain the orderly running of the institution. Unit Officers inspect cells/cubicles daily. Inmates who are unable to maintain safety and sanitation compliance will be subject to disciplinary action.

Pictures cannot be posted on walls. Nude or inappropriate pictures may not be posted anywhere. Additionally, the cell windows must be kept clear at all times. Under no circumstances should any article be placed in the cell door window to block the view of the room.

All beds are to be made daily in the prescribed manner. If a

room is not acceptable, corrective action, including incident reports and placement in a six-man cell, can be expected. Beds will be made with a white collar (approximately 6") folded 18" from the head of the bed with hospital corners. An example is posted on the bulletin boards in the housing units.

Unit meal rotation is based on the weekly sanitation ratings of each unit. The unit with the highest sanitation rating is called first for the noon and evening meal and the unit with the lowest rating is called last at the USP and Low. The medium rotates on a regular scheduled rotation.

Television viewing will be permitted from 6:00 a.m. until 10:00 p.m. daily at the USP and Medium and until 11:00 p.m. at the Low. On weekends at the Low and Camp until 12:00 midnight.

Religious prayer rugs will be neatly folded and stored inside the locker.

Writing on walls, ceilings, floors, corkboard, lockers, beds, chairs, or desks is strictly prohibited. The use of buffers in inmate rooms is also prohibited.

No items are to be placed in vacant lockers or on vacant beds. Any items found in a vacant locker or bed will be considered contraband and will be confiscated.

Orderlies work a 40-hour week and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Each inmate is responsible for the cleaning and sanitation of his room. Trash and wastebaskets are to be emptied prior to work-call each day.

Beds will be made each weekday prior to work-call. On weekends, beds will be made whenever inmates are awake or gone from their cell or cubicle. At no time will a mattress be removed from a bunk and placed on the floor. Additionally, blankets, sheets, or articles of clothing may not be placed on the floor as a rug. Nothing is to be placed over windows or light fixtures. Inmates will not paint or alter the surface of cell/cubicle walls.

Showers are available every day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit. A shower for this purpose is designated in each unit. Removal of food from the dining hall is not permitted.

Steel-toed safety shoes must be worn to work in required areas, including unit orderlies. Steel-toed safety shoes must also be worn during visiting. Inmates may play cards and approved games during established hours, provided appropriate noise levels are maintained.

Personal radios may be played in an individual's room but headphones must be used.

**Personal Property Limits** - Pursuant to Program Statement 5580.07, Personal Property, Inmate, is limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely stored in the locker. Locks may be purchased in the institution commissary. Limited space may also be available under the bed for footwear only. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**Special Purchase Items** - Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

**Legal Materials** - Inmates are allowed to maintain legal materials and supplies which are necessary for their own legal actions. To ensure that legal materials do not become a security or housekeeping hazard, a limit must be established for storage in the inmate's cell/cubicle. Legal material which does not fit within an inmate's locker may be stored in the unit's legal property storage area. Inmates are to make arrangements with their respective counselors for storage of legal materials needed for ongoing litigation.

**Hobby Craft Materials** - No hobby craft materials are authorized within the units. Storage may be obtained through the Recreation Supervisor within the Hobby Shop. Disposal of completed hobby craft work must be arranged immediately after completion.

**Letters, Books, Photographs, Newspapers, and Magazines** - An inmate will be limited in the number of magazines and newspapers that can be stored in his locker. Nothing is to be tacked, stapled, or taped to any surface within the room. Pictures may be displayed on corkboards above the desks.

Low - No items are to be on the desk top. One picture on

top of the lockers.

Medium - No items are to be on the desk top. No items are to be on top of the lockers.

USP - Only 2-3 books or magazines, one picture, and one clock are to be on the desk top. No items are to be on top of the lockers.

Camp - No items other than one Bible on the desk top. Only one picture is to be on top of the lockers.

**Radios and Watches** - An inmate may not own or possess more than one (1) approved radio and/or one (1) watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed by the commissary with the inmate's name and register number.

**Jewelry** - Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal (without stones).

**Clothing** - Civilian clothing of any type (except for athletic apparel and approved items) is not authorized. All issued clothing, except socks and underwear, is stamped with a registration number and should be neatly stored in the individual's locker. Individual washcloths and towels are also issued to inmates. A limited number of personal sweat shirts, sweat pants, and authorized footwear is permitted. Footwear is to be neatly aligned on the floor beneath the bed.

**Food Storage** - Food items that are left open create a health hazard. These items must be properly sealed at all times. No containers are to be used to store items for other than their intended purpose. Once the contents of the container are used, the container is to be discarded.

### **COMMISSARY**

Inmate funds are retained electronically by the institution in a trust fund from which the inmates may spend in the institution commissary. FCC Beaumont uses a computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

The commissary access time for inmates is scheduled on a rotating basis. The scheduled hours are posted within the housing units

and outside the commissary. Procedures for receiving funds from the outside are also posted. Borrowing commissary items from other inmates is not allowed. Inmates are assigned a shopping day based on the 4<sup>th</sup> and 5<sup>th</sup> digits of their register number. Inmates may shop in the morning or during the noon sales of their assigned shopping day. The schedule will be posted in the housing units and at the commissary.

Upon release, accumulated institution earnings and monies sent from outside sources are given to the inmate or may be mailed home. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check their account balance using the AIM (Automatic Inquiry Machine) located outside the commissary, or over the ITS (Inmate Telephone System). Inmates must present an inmate identification card to commissary staff to access specific account information or to purchase commissary items. If this inmate identification card is lost, inmates must inform a Unit Team member immediately.

**Commissary Items** - Inmate funds accumulated from institutional earnings and funds set aside from the outside are retained by the institution in a trust fund account. Procedures for receiving funds from the outside are also posted. The total value of an inmate's accumulated commissary items (including special purchases) will be limited to the monthly spending limitation of \$290.00. This limitation does not include funds for postage stamps, over-the-counter medications and ITS (Inmate Telephone System).

**Deposits to Accounts** - Deposits to commissary accounts from outside sources will be made through the mail; deposits are made through the National Lock Box. Deposits may be made in the form of money orders, government checks, business checks, foreign negotiable instrument paid in US funds (negotiable instruments must be made out in the inmate's committed name and include the inmate's register number). The address for the National Lock Box is:

Federal Bureau of Prisons  
Inmate Name  
Inmate Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

**Commissary Fund Withdrawals** - A standard form is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit Managers can approve withdrawals from the trust fund account to send to dependants and other family members, payment of telegraph and postage costs, and purchase of special

release clothing. The Unit Manager can also approve withdrawals for institution losses, legitimate debts, and other obligations such as attorney fees, birth certificates, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden of programs can approve inmate withdrawals exceeding \$250.00. Withdrawals for some educational and leisure time items are approved by the Supervisor of Education.

**Inmate Identification Cards** - An inmate identification card will be provided to each inmate upon arrival. Inmate identification cards must be carried at all times when an inmate leaves his assigned housing unit. In the event a card is lost, a member of the Unit Team is to be notified immediately.

### **SECURITY PROCEDURES**

**Counts** - One of the first realities of institutional life is counts. It is necessary for staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cell/cubicle until the count is announced as "clear." During the 4:00 p.m. count and the 10:00 a.m. count on weekends and federal holidays, each inmate is expected to be standing inside his cell/cubicle. All lights are to remain on during this count.

When a count is announced, each inmate must return to his cell/cubicle and remain there quietly until it is announced the count is "clear." Official counts will be taken at about 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. ("stand-up"), and 10:00 p.m. Additionally, there will be a "stand-up" count at 10:00 a.m. on weekends and federal holidays. During all counts, all unit doors will be secured by the Unit Officers. Any time there is an emergency count announced, it will be a stand up count. After a clear verbal count, the Unit Officer will unlock each cell door. Inmates are to remain in their cells until after the Unit Officer has announced a clear count. In addition, it may be necessary to have other counts during the day and evening hours.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. Each inmate must actually display flesh for all counts, even if the inmate must be awakened.

**Inmate Call-Outs** - Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day on the

daily CALL-OUT SHEET. The call-out sheet is posted on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Inmates failing to make call-out appointments are subject to disciplinary action.

**Controlled Movement** - FCC Beaumont is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

Controlled movements at the Low facility will begin generally on the half hour and will end ten (10) minutes after called. The beginning and end of each move will be announced by staff. During the ten-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer circle sidewalks.

Controlled movement at the USP and Medium Facilities will consist of three (3) separate five (5) minute one-way moves announced for each building. At no time will an inmate be permitted to visit another building during a five (5) minute move. The beginning and end of each move will be announced by staff. During the five-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer-circle sidewalks.

At the USP, when the Automated Verbal Warning System in Tower #8 is activated, all inmates will lay face down on the ground until back to normal operation is announced.

**Contraband** - Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Excess clothing is also considered contraband. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned cell/cubicle and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized and a receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any

other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. Any altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage may be levied against the violator.

**Searches** - Any staff member may search an inmate's room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and cell/cubicle will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are subject to searches at any time by any staff.

**Drug Surveillance** - The Bureau operates a drug surveillance program that includes mandatory, random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so within the prescribed time period, that inmate will be subject to an incident report.

**Alcohol Detection** - A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

**Fire Prevention and Control** - Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Excessive magazines, newspapers, and books are considered to be fire hazards.

## **PROGRAMS AND SERVICES**

**Job Assignments** - All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through a performance pay system which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff approve job changes and see that the changes are posted on the daily change sheet.

**Performance Pay** - It is the policy of FCC Beaumont to provide incentives and awards in the form of monetary compensation for inmates who make outstanding contributions to the accomplishment of the institution's goals. Work performance, as well as productive participation in correctional programs, may be recognized by performance pay. There are four (4) basic pay grades (not including UNICOR) reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and the ability to work with minimal supervision.

**UNICOR** - UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal Government. UNICOR is a voluntary work assignment. Inmates who desire to work in UNICOR should submit an Inmate Request to Staff to the UNICOR Factory Manager. Upon receipt of the Inmate Request to Staff, the inmate's name will be placed on a waiting list. There is one major list to apply for UNICOR employment. This list is divided into three categories. They are as follows:

- List 1 - Previous UNICOR hires
- List 2 - Inmate Financial Responsibility Program  
(court imposed fines of over \$1,000)
- List 3 - General

The grades range from grade 5 through grade 1 (premium). The hourly earnings begin at \$.23 and top out at \$1.15. The longevity premium consideration is \$.30 extra per hour. Once employed in UNICOR, vacation days can be accredited.

Staff members are available daily at the dining hall (lunch) for you to review status/placement upon the waiting list.

**Food Service** - FCC Beaumont's menus have been nutritionally analyzed to provide a well-balanced diet. For specific religious dietary needs, the Bureau approved "Religious Diet" program is available. "Heart healthy" and "No flesh protein alternatives" are also available. Inmates housed in the special housing unit will receive a balanced, nutritious diet. Except for any approved religious diets, inmates in this unit receive the same diet as inmates in the general population. Portion controls and manner of service may vary due to security and compartmented tray limitations.



**Education Programs** - Education opportunities provided to federal prisoners include basic literacy, a wide range of occupational training programs, and leisure-time activities. By policy, with minor exceptions, all federal prisoners who do not have a high school diploma or GED must enroll in the literacy program. All promotions in federal prison industries and institution work assignments beyond the entry level grade are contingent on successful completion of a literacy program. Effective November 3, 1997, inmates with a Violent Crime Control Law Enforcement Act (VCCLEA) sentence or a Prison Litigation Reform Act (PLRA) sentence must participate in the literacy program and make satisfactory progress to vest/earn good time. Also, by policy and with minor exceptions, inmates who do not speak English must participate in the English-as-a-Second Language program.

**Vocational Trades** - The vocational programs at FCC Beaumont are designed to provide trainees with entry level job skills. All of our VT programs use a competency-based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. FCC Beaumont offers vocational training programs in major appliance repair, basic diesel engine repair, building trades, micro-computer application, advanced micro-computer applications, industrial sewing, commercial drivers license (CDL), culinary arts, HVAC, business education, and introduction to plastic VT. Apprenticeship programs are offered in carpentry, electrical, painting, teacher's aid, plumbing and HVAC. To enroll in a VT program an inmate must have a high school diploma, GED, or be enrolled in GED while making satisfactory progress.

**Recreation and Leisure Time Programs** - Recreation is an essential part of the overall educational program. Recreation and leisure-time programs are designed to reduce idleness and keep inmates constructively occupied; to promote wellness as a personal goal for all inmates; to reduce personal stress and institution tension; to increase physical fitness, goal attainment, and positive life styles, both in prison and after release; and to contribute to personal and institution stability through maximum participation in structured and unstructured programs.

Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. A schedule of recreational activities is posted both in Recreation and the housing units.

No sodas or food times are permitted on the recreation yard.

**Psychology Services** - Psychology staff offer comprehensive individual and group therapy programs. These programs address the full range of clinical disorders, provide self-help options, assess and treat behavioral or emotional problems, and facilitate overall adjustment. The psychology department also provides drug abuse treatment for those who have substance use disorders. Moreover, psychologists consult closely with psychiatry and will help determine any need for psychotropic medication. We also consult with other staff about the mental health needs of inmates and coordinate our services with other departments as appropriate.

To request an appointment with a psychologist, inmates may submit an Inmate Request to Staff form to the psychology department. Enrollment in counseling groups is generally offered on a "first-come-first-serve" basis; to enroll, the inmate must stop by the department and place his name on the appropriate sign-up roster.

Twenty-four hour crisis intervention is available seven days a week to any inmate presenting a need for such. Inmates are encouraged to alert any staff member to their need for intervention; a psychologist will respond as appropriate. While staff are trained to recognize signs of distress and to refer inmates, the inmates, themselves, are strongly encouraged to notify staff of any behavior or situation that may suggest another inmate is upset and/or potentially suicidal. Common signs of suicide are depression, a loss of interest in activities, and/or major changes in appearance, mood, relationships, or routine. Importantly, if a fellow inmate makes statements that suggest he may be thinking of suicide, please take those statements seriously and refer him to a staff member.

All arrivals to the institution will be screened by a psychologist. This assessment will include a review of any past and current problems and may include an individual interview. The screening will provide the psychologist an opportunity to note and recommend potential needs for treatment.

Drug abuse treatment is available to any inmate with a substance use disorder as determined by the assessing psychologist. Drug abuse treatment at FCC Beaumont consists of the Residential Drug Abuse Program (RDAP) at the Low and Minimum Security institutions, follow-up services at all facilities for those who have completed the unit-based component of the RDAP, Drug Abuse Education at all facilities, and nonresidential drug abuse counseling at all facilities in the Complex. The RDAP, Drug

Abuse Education, and nonresidential drug abuse treatment are voluntary and may be requested by any inmate who thinks he may have a substance use disorder.

Follow-up services are mandatory for those who have completed the unit phase of the RDAP; if an inmate fails to comply with follow-up services he will be failed from the RDAP and will lose all secondary benefits of that program (e.g., the 3621(e) release method). Moreover, an inmate may be required to complete the Drug Abuse Education program if (a) there is evidence that alcohol or other drug use contributed to the commission of his instant offense, (b) if alcohol or other drug use was a reason for violation of parole, probation, or supervised release, and/or if there is a judicial recommendation that the inmate receive any form of drug abuse treatment while incarcerated. If an inmate is required to complete Drug Abuse Education, but either declines to enroll or fails to complete the program, certain sanctions will be applied. These sanctions include retention at the lowest pay grade within the institution and denial of community programming to include RRC placement.

The RDAP is a voluntary, comprehensive drug abuse treatment program that includes a nine-month, unit-based treatment component as well as a substantial aftercare phase. Entry to the program ordinarily is permitted when the inmate is within 36 months of his projected release date. The RDAP is made available to any inmate who meets the diagnostic criteria for a substance use disorder as determined by the assessing psychologist. Importantly, in addition to meeting the diagnostic criteria for a substance use disorder, the inmate must have a history of drug abuse or addiction that is documented to have occurred within his last 12 consecutive months in the community. Program participants live on the RDAP unit where they participate in a broad range of treatment activities half of each day; they are expected to work and/or attend educational programming the remainder of the day. If an inmate desires enrollment in the Residential Drug Abuse Program, he may request that psychology determine his qualification status by submitting an Inmate Request to Staff form. When he applies, the inmate will be placed on a waiting list to be interviewed. Following the interview, the inmate will be advised whether he qualifies for the program. At that time, if qualified, a request for review of his 3621(e) eligibility will be submitted to DSCC. Importantly, when an inmate completes the unit-based component of RDAP, he will be required to successfully complete all follow-up services while he continues the confinement portion of his sentence. At minimum, this requires compliance with a treatment plan and completion of monthly contacts with drug abuse treatment

staff for a period of one year (or until transferred to RRC). Then, once transferred to RRC, the RDAP participant is required to complete all aftercare requirements while in bureau custody. Failure to meet follow-up and aftercare requirements will result in program failure and forfeiture of any benefit received under 3621(e).

**Suicide Prevention and Intervention** - is not uncommon for people to experience feelings of depression and helplessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receiving bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff does not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for), PLEASE alert a staff member right away. Your input can save a life.

Lastly, the department maintains a self-help resource library that contains material available for review by interested inmates. You may access these materials by issuing your request to a psychology staff member. The department has an "open-door policy" and inmates are encouraged to access our services at any time through the day. You may also submit a "cop-out" to request a session with a psychologist or drug treatment specialist.

**Sexually Abusive Behavior** - Attached is your copy of the November 9, 2009, Sexually Abusive Behavior Prevention and Intervention pamphlet.

**Release Preparation Program** - The release preparation program is designed to assist inmates in preparing for release. Release preparation programming is initiated 30 months prior to the inmate's scheduled release date. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. probation officers, other community agencies, and residential reentry center staff are available. Inmates must participate in the release preparation program in order to be eligible for halfway house placement. A schedule of RPP classes is posted in the housing units.

**Religious Programs** - FCC Beaumont offers a wide range of religious programs to inmates. Staff chaplains as well as contract and volunteer representatives of various faiths are available. Religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in the orientation program and from the chaplains.

**Inmate Financial Responsibility Program** - FCC Beaumont works closely with the Administrative Office of the Courts and the financial litigation units. The Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, court ordered restitution, fines, court costs, and judgments in favor of the United States, other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments.)

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level of \$5.25. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

You may be identified for priority considerations for UNICOR employment if you have court ordered financial obligations. Grades 1-4 will pay a minimum of 50% of their earnings toward their financial responsibility.

## **HEALTH SERVICES**

**Medical Services** - FCC Beaumont Medical Services are provided by The University of Texas Medical Branch (UTMB). The UTMB Managed Care Contract is most like a Health Maintenance Organization (HMO) in the community. Only medically necessary, immediate, urgent or emergency care is offered. Services that are not covered are those determined to be medically acceptable, but not medically necessary.

Medical Services are provided by UTMB physicians, mid-level

practitioners, nurses, and other health care ancillary staff. Specialty consultations are available as required. UTMB is contracted to provide a level of health care consistent with community standards, in a timely fashion. Emergency medical care is available 24 hours a day, seven days a week. Medical care includes the following:

**Sick Call** - Any inmate in the general population desiring medical attention is responsible for making his own sick call appointment. Sick-call triage is available each morning; it opens prior to the morning meal and will remain open for at least one hour; Monday, Tuesday, Thursday, and Friday (except on holidays) at the Health Services Unit.

Routine sick call will not be provided on official holidays. On those days, emergency services, insulin clinics and pill windows are provided.

Sick-call triage slips are provided on the unit. An inmate may fill out the slip at his convenience and take it with him to sick-call triage. This allows for privacy and it speeds up the sick call sign-up process in the mornings.

Inmates working during the triage who desire access to sick call will inform their supervisor of their illness, and the supervisor will make arrangements with the health services staff. A sick-call appointment will be made and the inmate will be responsible for attending the appointment. It is the responsibility of the inmate to seek dismissal in sufficient time to attend sick call. Inmates should report to the Health Services Unit prior to their appointed time, or have their supervisor notify health services staff of the reason for the delay. The inmate is required to present his inmate identification card as a means of positive identification when utilizing any service provided by the HSU, i.e., medications or other medical care.

Inmates who become ill after the sick-call triage period should request that their work supervisor or Unit Officer call the HSU for an urgent appointment. Inmates will not be seen without staff advising the Health Services Unit that an emergency exists. Inmates in the Special Housing Unit (SHU) are provided routine sick call once daily by a member of the health services staff.

**Eyeglasses** - Evaluation for glasses is available by means of an Inmate request to staff. A visual acuity worse than 20/40 will be referred to the Optometrist. Glasses are furnished by UTMB as prescribed by the Optometrist, and are similar in style to that of the BOP. Normally, glasses will be furnished every two years,

if there has been a significant change in visual acuity. If you break your glasses, and they have been furnished by the BOP or UTMB, there will be an attempt to repair the glasses. All prescription eyeglasses issued by the health care provider or purchased by the inmate will be obtained through institution channels. Inmates are not allowed to purchase or receive prescription eyeglasses from outside sources. Inmates requiring a prescription for eyeglasses will need to request to be seen by the optometrist. The local health care provider will purchase one pair of eyeglasses once a valid prescription is established. Inmates are entitled to a new pair of eyeglasses every two years, if necessary.

**Emergency Medical Treatment** - Emergency services are available at all times. Emergencies or injuries are given priority for treatment. Contracts for Emergency Services are in place with local EMS and hospitals. Medical coverage on evenings, weekends, and holidays, is for the treatment of acute medical problems only. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. You then should report to the Health Services Unit so your injury can be treated and documented. Your work supervisor will call ahead to inform the HSU staff of your injury. Failure to immediately report a job related injury to your work supervisor may disqualify you from eligibility for lost-time wages or compensation.

**Advance Directives** - In accordance with Institution Supplement 6000.05.2G, an inmate may request to have an advanced directive filed in his medical record. The required forms can be located in this supplement for completion. It should be noted that although the advanced directive is on file, all life sustaining methods will be used while at the institution.

**Physical Examinations** - All newly committed inmates will receive a complete physical examination within 14 days of admission. Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the inmate, as well as other inmates and staff. Any inmate who refuses these tests will be isolated for an appropriate period of time as determined by medical staff, to ensure the absence of any communicable diseases. Testing for tuberculosis will be performed within 48 hours of admission.

A complete physical examination is available every two years for all inmates less than 50 years of age, and yearly for those inmates more than 50 years of age. You should send a cop-out to request a physical. You may request a release medical

evaluation, if you have not had one within one year prior to your release date. Submit your request at least two months prior to your release date.

**Medications/Pill Line** - Pill line is provided to issue prescriptions and to receive individual doses of medication that cannot be issued to the inmate to carry back to the housing unit. Inmates receiving medication on the pill line will be required to present their inmate identification cards as a form of positive identification prior to receiving medications. Pill line will be open during established times or as announced, seven days a week, unless specifically directed. Medications issued to the inmate must be taken according to the instructions written on the prescription label. Medications found not being utilized correctly will be confiscated, and health services will be notified. Expired medications will be confiscated as well.

Over-the-counter medications are available for purchase at the commissary. Inmates should follow the instructions found on the medication packaging.

**Immunizations** - Routine immunizations are given according to recommendations of the Center for Disease Control (CDC). Upon request, you will be furnished with a copy of your immunization record for your use following your release from prison. Some testing is mandatory to prevent the spread of airborne diseases, and will be given on a yearly basis.

**Dental** - Dental care begins with a comprehensive examination to determine what dental care is needed and includes X-rays of the teeth. This examination is followed by cleaning of the teeth by a dental hygienist together with instructions in maintaining cleanliness of the teeth. If the plaque is severe, cleaning will require two appointments. Restorative work, such as fillings in carious teeth, follows the teeth cleaning. Many fillings require more than one appointment. After the restorative work is completed, partials can be fabricated, or dentures provided. Between these appointments there is a waiting time of several months. Send your cop-outs to the Dental Department to be added to the waiting list for dental care. Inmates with acute dental problems such as severe dental pain and/or swelling should sign up for dental sick call at the same time as regular sick call. Routine dental requests such as cleaning, fillings, dentures and partials, should be submitted by cop-out to the Chief Dentist. The comprehensive exam, fillings, and all restorative work needs to be completed prior to prosthetic fabrication.

**Inmate Copayment Program** - You must pay a fee of \$2.00 for health

care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested. These requested appointments include sick call and after-hours requests to see a health care provider.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit. If you are considered indigent, which is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days, you will not have the copay fee deducted from your Inmate Commissary Account.

**Over-the-Counter Medications Program** - Inmates will have access to over-the-counter (OTC) medications in the institution commissary. Inmates will use personal resources to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.

During institution sick-call triage, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

#### **CONTACT WITH THE COMMUNITY AND PUBLIC**

**Correspondence** - In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or maintenance of a correspondence list. Outgoing mail for inmates may be inspected by staff, and must be unsealed when deposited in the institution's mailbox. The outgoing envelope must have the inmate's name, register number, unit, and return address in the upper left hand corner. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates are not authorized to correspond with another inmate unless prior approval is granted. All outgoing mail must contain a return address as follows:

Committed Name  
Register Number  
FCC Complex (Low)  
P. O. Box 26020  
Beaumont, TX 77720

Committed Name  
Register Number  
FCC Complex (Med)  
P.O. Box 26040  
Beaumont, TX 77720

Committed Name  
Register Number  
FCC Complex (USP)  
P. O. Box 26030  
Beaumont, TX 77720

Committed Name  
Register Number  
FCC Complex (SCP)  
P. O. Box 26010  
Beaumont, TX 77720

There is no mail service on weekends and holidays.

**Incoming Correspondence** - First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines will also be delivered at this time. Legal and special mail will be delivered by a member of the Unit Team as soon as possible after it is received. Inmates are asked to advise those writing to them to put the inmate's committed name and register number and unit on the envelope to ensure proper delivery of mail. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

**Incoming Packages** - Inmates may receive packages only through the U.S. Postal Service by three authorized methods:

1. An Authorization to Receive Package, form BP-331, is authorized and on file with the mailroom. The forms are only issued for release clothing and medical items.
2. Any package (mail weighing in excess of 16 ounces is considered a "package") received at the U.S. Post Office must be clearly marked on the outside of the package, **"AUTHORIZED BY BUREAU POLICY."** If the package is not clearly marked, it will be refused and returned to sender. It will not be brought back to the institution. This statement refers to packages from all sources, family members, attorneys, etc. It is the inmate's responsibility to make notification of this requirement. **No magazines, softback books, hardback books, or newspapers can be sent from domestic addresses. They must come directly from a publisher or book store.**
3. Educational materials - The inmate's name must appear on a list provided by the education department. All materials will be forwarded to the education department for final approval and distribution.

**Incoming Publications** - The Bureau permits inmates to subscribe to and receive publications without prior approval. The term

"publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive newspapers and hard cover publications, soft cover publications, magazines, brochures, etc., only from a publisher, book store, or book club.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.

Materials which are sexually explicit or feature nudity are not authorized. Any material of this type received for an inmate will be rejected by mailroom staff and returned to the sender.

**Special Mail** - "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

"Special Mail" also includes mail received from the following:

President and Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures, **the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate."**

A designated staff member opens incoming "special mail" in the presence of the inmate. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for physical contraband and for qualification of "Special Mail." The correspondence will not be read or copied if the sender has actually identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail" with special instructions to be opened only in the presence of the inmate. Without adequate identification as "Special Mail," the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

**Correspondence Between Confined Inmates** - An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or a party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

The Unit Manager at each institution must approve of the correspondence if both inmates are housed in federal custody. The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution.

**Rejection of Correspondence** - The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples of the rejected correspondence include:

- Matter which is non-mailable under law of postal regulations.

- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

**Notification of Rejection** - The Warden will give written notice to the sender concerning the rejection of mail and the reason for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

**Receipt of Personal Items** - Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff to the department head responsible for the requested item as follows:

- Unit Manager - release clothing.
- Health Systems Specialist - prosthetic devices, and hearing aids.
- Associate Warden - questionable item or items not covered in the other categories will be submitted to the Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The mailroom officer will not approve any item or package for delivery unless this approval form is on file.

**Forwarding Mail** - The mailroom staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate at the time of release for a period of 30 days. After the 30-day period, general mail received will be returned to the sender with the notation "not at this address - return to sender." After 30 days, the address provided will be used to forward special/legal mail.

**Funds Received Through the Mail** - Any monies received through the mail will be rejected and returned to the sender. It is the inmate's responsibility to inform anyone who will be sending funds to them about the National Lockbox procedures. The address and procedures for the National Lockbox are posted in the housing units and in the A&O Inmate Handbook.

**Unauthorized Items Received Through the Mail** - Any item(s) received with correspondence which is not authorized will be rejected and returned to the sender. The inmate will be notified of any item(s) returned and the reason for rejection. A copy of the rejection form, along with the unauthorized item(s) will normally be returned to the sender. Sexually explicit photographs from any source are not authorized.

**Mailing of Inmate Personal Property** - Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff (cop-out) to the department head responsible for the requested item.

### **ACCESS TO LEGAL SERVICES**

**Legal Correspondence** - Legal correspondence from or to attorneys will be treated as "special mail" if it is properly marked. The envelope must be marked with the attorney's name, an indication that he/she is an attorney, and the front of the envelope must be marked "special mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. Special mail will be delivered to SIS staff in the Lieutenants' Office and mainline between noon and 12:30 p.m., Monday through Friday.

**Attorney Visits** - Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

**Legal Material** - During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

**Attorney Phone Calls** - In order to make an unmonitored phone call to an attorney, an inmate must arrange for such a call through his Unit Team. The call will be a collect call or paid for by the inmate.

**Law Library** - The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers.

**Notary Public** - Under the provisions of 18 USC:4004, Bureau of Prison staff are authorized to notarize documents. The law allows inmate papers which contain the statement, "true and correct under penalty of perjury" to suffice in federal courts and other federal agencies. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases it will be necessary to contact the unit staff for arrangement with an FCC Beaumont Notary Public.

**Copies of Legal Materials** - In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. There is an inmate copy machine available in the law library which uses the debit card system. Inmates may purchase copy credits in the commissary to use the inmate copy machine.

Individuals who have no funds and can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to the attention of their Unit Team.

**Inmate Access to Central File** - An inmate may request review of the disclosable portions of his central file. Institution staff will permit the review of the central file upon written request from the inmate.

**Inmate Access to Other Documents** - An inmate can request access to the "non-disclosable documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file. The request must be in writing and mailed by the inmate directly to:

Director  
Bureau of Prisons  
ATTN: FOI Request  
320 First Street, N. W.  
Washington, D.C. 20534

Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other

person for records concerning the inmate must be in writing and submitted to the Central Office address aforementioned. The request should not be mailed to the institution. The request must contain a copy of the inmate's consent to disclose the requested information.

**Court Security Improvement Act of 2007** - This Act under (Public Law 110-177) was enacted in law on January 7, 2008. The Act adds two new provisions (18 U.S.C. 119 and 1521) to the Criminal Code that are of particular relevance to the inmate population. Copies of the Act are available in the Inmate Law Library.

**Freedom of Information/Privacy Act of 1974** - The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including program statements and operation memoranda) shall be processed through the Freedom of Information Act, 5 USC:552.

## **TELEPHONES**

**Telephone Regulations** - There are telephones in each general housing unit for inmate use. The telephones will be open from 6:00 a.m. to 10:00 p.m. daily. Debit and collect calls can be made. No third party, third-party billing, credit card, or three way calls are permitted on these lines. Any violation of the telephone regulations will be subject to disciplinary action. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Correctional Counselor to arrange an unmonitored attorney call.

Unit Team Staff and Religious Services Staff are normally allowed to assist an inmate with an emergency phone call during a family crisis or death in the family and to assist in an unmonitored legal phone call to attorneys. Inmates in disciplinary segregation and administrative detention may make a limited number of calls. Although there is a phone available for limited use in the special housing unit, generally, phone calls for inmates in segregation will be placed by the correctional officers.

It is expected each inmate will handle his calls in such a manner that will allow use of the phones by all inmates. Calls are

limited to 15 minutes in length per call. All inmates are limited to a total of **300** minutes of telephone calls per month (collect and/or direct). Telephones will not be used to conduct a business. Institutional phones may not be used without permission of a staff member.

During the A&O Program, an inmate who chooses to have telephone privileges shall prepare a proposed telephone list of up to 30 telephone numbers. At the time of submission, the inmate shall acknowledge that, to the best of his knowledge, the person or persons on the list are agreeable to receiving the inmate's telephone calls and that the proposed calls are to be made for a purpose allowable under Bureau policy. The list may include numbers to the court, an attorney, etc.

Once submitted by the inmate, an initial list will ordinarily be processed within five working days. Corrections to telephone numbers already on an inmate's telephone list should be submitted on the appropriate form and will be processed within five working days. Changes to the telephone list may be submitted to the Correctional Counselor. Telephone numbers to local motels and cellular phone numbers are not authorized.

Upon your arrival at the institution, you will receive a Phone Access Code (PAC) number for making telephone calls. An inmate is not to give his PAC number to another inmate. Report compromised PAC numbers immediately to unit staff.

## **VISITING**

**Visiting Hours** - Processing of visitors will begin at 8:30 a.m. (visitors are not allowed into the front lobby area until this time). No visitors will be processed after 9:30 a.m., on weekends and holidays, in preparation for the 10:00 a.m. count. Additionally, no visitors will be processed after 2:00 p.m. in preparation for the 4:00 p.m. count.

Satellite Prison Camp (SPC): Social visits are scheduled on Saturday, Sunday, and federal holidays from 8:30 a.m. to 3:00 p.m.

Low Security Institution: Social visits are scheduled on Thursday, Friday, Saturday, Sunday, Monday and federal holidays from 8:30 a.m. to 3:00 p.m.

Visitation on Saturdays and Sundays will be based on an **odd/even** schedule. Inmates having an odd register number will visit on odd weekend days. Inmates having an even register number will

visit on even weekend days. The odd and even number is determined by the fifth digit in the register number.

\_\_\_\_\_ Example:

Inmate John Doe, Reg No. 1234"5" - 678, would visit on odd number weekend dates.

Inmate John Doe, Reg No. 4321"0" - 072, would visit on even number weekend dates.

Odd numbers are: 1, 3, 5, 7, 9 (may visit on all odd weekend dates).

Even numbers are: 0, 2, 4, 6, 8 (may visit on all even weekend dates).

Medium Security Institution/United States Penitentiary:  
Social visits are scheduled on Thursday, Friday, Saturday, Sunday, Monday and federal holidays from 8:30 a.m. to 3:00 p.m.

**Number of Visitors** - At FCC Beaumont, a limit of five visitors, including children, are permitted to visit at one time. Infants who are required to be carried by an adult visitor will not be included in the total of five visitors. Each child able to walk without assistance from the adult visitor will be considered as one of the five authorized visitors. Individuals under the age of 18 must have written consent of a parent or legal guardian to visit, and those visitors under 16 years of age must be accompanied by a responsible adult. Visitors under the age of 16 are not required to be related to the inmate being visited.

If for any reason a visitor has to leave the Visiting Room, the visit will be terminated for the day. Restroom facilities are available for visitors inside the Visiting Room.

**Split Visits** - Should more than the authorized number of visitors arrive at the same time for an inmate, a split visit may be arranged at the discretion of the Operation's Lieutenant. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room and be replaced by other authorized visitors. The visitors ending the visit must leave the institution grounds. They are not permitted to wait in the front lobby or parking lot. During split visits, only one interchange of visitors will be permitted (e.g., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting that same day).

**Frequency of Visits** - At FCC Beaumont, law enforcement interviews

or attorney visits will not be counted on the point system. All visits with law enforcement agencies will be coordinated through the Special Investigative Supervisor (SIS). Inmates requesting additional visiting points must obtain approval in writing from the SIS and the Unit Manager through a recommendation by the Unit Team and the Complex/Deputy Captain. A copy of this approval must be in the front lobby prior to the visit.

Satellite Prison Camp (SPC): Inmates assigned to the SPC are permitted to visit on Saturday, Sunday, and federal holidays only from 8:30 a.m. to 3:00 p.m.

Low Security Institution: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 15 points at the beginning of each month.

Medium Security Institution: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 12 points at the beginning of each month.

United States Penitentiary (USP): Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 12 points at the beginning of each month.

The inmate will be charged one point for each weekday visit and two points for each weekend or holiday visit.

**Approved Visitors** - Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification that they have been authorized as visitors and to notify the visitor once approval has been granted. Persons attempting to visit who are not on the inmate's approved visiting list will be denied entrance into the institution.

a. Definitions:

Immediate Family Members: Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the relationship.

Other Relatives, Friends and Associates: This includes grandparents, aunts, uncles, in-laws, and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visitation by friends and

associates provides a positive and constructive relationship for an inmate. Visiting privileges may be extended to friends and other non-relatives provided the visit does not threaten the safety of the inmate or the security of the institution. The relationship must have been established prior to the inmate's incarceration. In the majority of these cases, a review will be necessary prior to approval by the Unit Manager. Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.

In order to properly control and provide a desirable atmosphere in the visiting area, other relatives, friends, and associates permitted on the inmates approved visiting list will be limited to ten (10).

**Persons with Criminal Records:** The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution.

**Ex-Inmates:** Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Associate Warden must give prior approval with recommendation from the Unit Team.

b. **New Commitments:**

When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, as soon as possible, after arrival to this institution. Ordinarily, members of the immediate family are approved by the Unit Team, after the relationship is verified by the Unit Team. These visitors must have proper identification that would indicate they are members of the inmate's immediate family. A check of the inmate's Pre-sentence Investigation Report, if one is available, may be required.

The Unit Team will request information from "potential visitors"

who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. When a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. The inmate is responsible for postage costs for mailing the BP-S309 and BP-S310.

The Unit Team shall notify the inmate of each approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The Unit Team is responsible for providing the approved visitor with directions for transportation to and from the institution.

**Visiting Restrictions and Overcrowding** - Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, the Institution Duty Officer and Operation's Lieutenant shall be consulted.

The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the Visiting Room first based on their sign-in time. Exceptions will be made for visitors who traveled more than one hundred miles.

**Visiting Restrictions** - Visiting may be restricted to controlled situations, or to more closely supervised visits when there is a reasonable suspicion that the visitor may attempt to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions will be approved by the Institution Duty Officer and the Operation's Lieutenant. Visitors are subject to random pat searches and vehicle searches by staff at any time.

**Visitor's Conduct** - Each inmate must assume responsibility for his visitor's conduct. Children should be controlled in consideration of other visiting groups, and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. This responsibility extends to the visitor's presence anywhere on the Federal Correctional Complex grounds. No one will be permitted to wait in the parking lot or Front Lobby.

**Inmate's Conduct** - Each Inmate will follow all Bureau policies, rules, and regulations as they pertain to the Visiting Room. Each inmate will sign the visitation rules prior to entry into the Visiting Room.

**Personal Property** - Visitors are precluded from bringing animals on institutional grounds with the exception of a dog used to assist visually impaired and audio challenged visitors. Lockers are provided to store items that are prohibited in the visiting area. Mothers of infant children will be permitted to enter with:

- one (1) small (receiving type) baby blanket
- one (1) formula mix (sealed)
- two (2) empty baby bottles (plastic)
- three (3) diapers (per child and baby wipes)
- one (1) serving spoon (plastic)
- two (2) jars of baby food (sealed)

These items may be carried in a clear, see-through type bag. No other food or drink may be brought into the institution by a visitor. The following items are not permitted in the Visiting Room and must be stored prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment
- Radio and/or tape players
- Personal keys
- Food from outside sources
- Newspapers, magazines, books, etc.
- Tobacco products

Money: Money will not be accepted for deposit into the inmate's account through the Visiting Room. Visitors are allowed to bring a small coin or clutch type purse (clear plastic) into the visiting area. A maximum of \$20 dollars in increments of \$5 and \$1 dollar bills, quarters, dimes, and/or nickels only will be authorized into the Visiting Room.

Vending Machines: Vending machines are located in the visiting area for use by the visitors. Visitors are permitted to purchase food from the vending machines for themselves and inmates. Inmates are not to handle any money or change, or purchase items from the vending machines. Staff, visitors, nor inmates are not permitted to shake or tip vending machines. Inmate visitors will advise the Visiting Room Staff of vending problems such as brought items that do not fall freely from the

rack. The Visiting Room Staff will document the visitor's name, phone number, time, date, inmate visited, inmate's number, amount lost and advise the outside vendor for possible reimbursement. The vending machines are off limits to inmates at all times.

Medication: Only life supporting medications (as identified on the prescription) are authorized for use in the Visiting Room. Only the quantity that can fit in the small clear bag will be permitted at any one time. All medication will be left at the officer's desk upon arrival to the Visiting Room.

Commissary Cards (Inmate Identification Card): Inmate identification cards will be presented for identification purposes and maintained in the Visiting Room desk. If the inmate does not have an inmate identification card, he should report to the Lieutenant's Office before reporting to the Visiting Room. The Visiting Room Staff will identify all inmates prior to any visitors departing at the completion of Visiting Room hours.

Inmate Property: The inmate shall not take anything to the visit except necessary items such as: one pair of prescription glasses, one comb, one wedding band, religious medallion (no stone), authorized religious headgear, and one handkerchief. Necessary legal papers approved by the Unit Team will be permitted only during attorney visits. Legal materials taken into the Visiting Room, or received from attorneys shall be limited to approved attorney visits only in accordance with Program Statement 1315.07, Legal Activities, Inmate. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized, in writing, by the Health Systems Specialist.

Signatures and Documentation: Papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager. Legal papers should be mailed to the institution in every other case.

### **Special Visits -**

Attorney Visits: Attorney visits, including Paralegal, Clerks, and Legal Assistants shall be conducted in accordance with Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room and will be monitored routinely by the designated Unit Team. Ideally, prior notice from the attorney's firm/office should be requested at least 72 hours in advance due to the limited number of private

attorney booths and the necessity to arrange staff supervision. When a short notice visit is unavoidable, Unit Staff shall review the urgency for approval with the Captain and the Unit Team may coordinate the visit.

**Consular Visitors:** Whenever it has been determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary action. Such visits are arranged and approved by the Executive Assistant.

**Law Enforcement Interviews:** Ordinarily, the Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Captain's designee will assume this function.

**Religious Visits:** Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. An inmate who requests a pastoral visit with a clergyman will be required to provide the Chaplain with an Inmate Request to Staff (cop-out). The Chaplain will interview the inmate and explain pastoral visit procedures. The inmate is responsible for providing the Chaplain the telephone number and address of the proposed clergy. Refer to the Special Visits section of Program Statement 5267.08, Visiting Regulations, (5/11/2006).

**Business Visitors:** No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

Special visits will be considered where manpower and time permits. Limited visiting may be authorized upon recommendation of the inmate's Unit Manager and approval of the Associate Warden.

#### **Detention or Disciplinary Segregation Status -**

Ordinarily, an inmate retains visiting privileges while in Administrative Detention (AD) or Disciplinary Segregation (DS) status. However, they will follow the appropriate procedures that are in place during their visit at the Low, Medium, and USP facilities:

Inmate visitors will be escorted by Visiting Room Officers to the designated video visiting booths located in the General Population Visiting Room at each facility.

The Special Housing Unit (SHU) staff will escort the requested inmate to the assigned video visiting area within the SHU.

Non-contact video visiting will be allowed for all inmates in the unit with the exception of inmates on visiting restriction. Visits will ordinarily be authorized for a one hour period per inmate on Monday and Friday only.

Attorney visits for SHU inmates will be conducted in the Visiting Room in one of the Attorney/client rooms.

All inmates must wear institution issued clothing in the visiting cell consisting of orange shorts, orange T-shirt, socks, underwear, and institution approved shoes.

At the conclusion of the visit, inmates will be escorted back to their assigned cell in the SHU and the inmate visitors will be escorted to the lobby area.

**Dress Code for Inmates** - Each institution has limits on the number and types of articles that can be taken into the Visiting Room. At FCC Beaumont, inmates may wear their wedding ring, religious medal with chain and approved religious headgear, one handkerchief, and prescription eyeglasses. No items may be brought back into the institution by the inmate except what they entered with.

All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn and tucked in at all times in the Visiting Room. Inmates will only be allowed to wear institution issued steel-toed shoes. Inmates must be properly groomed and no inmate will be allowed into the Visiting Room if his neglect of personal hygiene would offend others.

**Dress Code for Visitors** - An appropriate dress code will be enforced for visitors entering FCC Beaumont, Texas. The following types of clothing are inappropriate for the correctional environment, and therefore are not permitted in the

Visiting Room.

- Garments which reveal portions of the upper torso (i.e., halter tops, midriffs).
- Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
- Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts, anything with a hood).
- Spandex garments.
- Shorts.
- Skirts or dresses two or more inches above the knees.
- Fatigues, khaki colored or camouflage clothing.
- Thong-type/open toed shoes.
- See-through or sheer garments (able to see skin tones).
- Head wear (with the exception of religious attire), hats, caps, earmuffs, etc.
- Non-prescription sunglasses.
- Form-fitting clothing or low-cut/hip hugger pants.

If a visitor's apparel is in question, the Institutional Duty Officer and the Operation's Lieutenant will be notified and will make the final decision.

**Identification of Visitors** - Identification is required for visitors. This will be accomplished by a photo identification. Visitors will not be permitted entry without proper identification. Proper identification may include the following:

- Valid driver's license;
- Passport;
- State identification card;
- Three other forms of identification with full name and signature (e.g., birth certificate), with at least one being a picture identification.

Birth certificates, social security cards, etc., are not considered proper identification. Persons without proper identification will not be permitted to visit. The Operation's Lieutenant will be notified in cases involving questionable identification. Proper identification of visitors is required for any visitor 16 years or older.

#### **PROBLEM RESOLUTION**

**Inmate Request to Staff** - The Bureau form BP-A148, Inmate Request to Staff, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the living units from

the correctional officer on duty. Staff members who receive a "cop-out" will answer the request in a "reasonable" period of time.

**Administrative Remedy Program** - The Bureau emphasizes and encourages the resolution of complaints on an informal basis. An inmate should be able to resolve a problem informally by contact with staff members or formally on an Inmate Request to Staff. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, freedom of information or privacy act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Program.

The first step of the Administrative Remedy Program is the documentation of the informal resolution attempts written on a Request for Administrative Remedy Informal Resolution form. Inmates may obtain this form from their Correctional Counselor. On the Request for Administrative Remedy Informal Resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the Request for Administrative Remedy Informal Resolution form is completed, and if the issue cannot be informally resolved, the counselor will issue a BP-9 form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate must return the completed BP-9 along with the Request for Administrative Remedy Informal Resolution form to the counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date which the basis of the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the regional office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is written on a BP-10 form and must contain a copy of the BP-9 form

and response. The regional appeal must be answered within thirty (30) calendar days, from the date it was received. This time may be extended an additional thirty (30) days, however, the inmate must be notified of the extension.

If the inmate is not satisfied with the response from the Regional Director, he may appeal to the central office of the Bureau of Prisons within thirty (30) calendar days of the response from the regional office. The national appeal must be written on a BP-11 form and must have copies of the BP-9 and the BP-10 forms and responses.

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within forty (40) calendar days from the date it is received. The time limit may be extended an additional twenty (20) days, however, the inmate must be notified of the extension.

**Sensitive Complaints** - If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-9 at the institution.

## **DISCIPLINARY PROCEDURES**

**Discipline** - It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violators of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

**Inmate Discipline Information** - If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the

charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by institution staff. Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved. A complete listing of prohibited acts and the disciplinary severity scale are outlined in attachment E.

**Initial Hearing** - Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays.) The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend these time limits for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Discipline Hearing Officer (DHO) for further hearing.

**Discipline Hearing Officer** - The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain or SHU Lieutenant conducts periodic reviews of inmates in the special housing unit. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may call witnesses (or present statements of unavailable witnesses). Inmates may not question a witness at the hearing; a staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberation or when institutional security would be jeopardized. The inmate charged may be excluded during appearances of outside witnesses. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

**Appeals of Disciplinary Actions** - Appeals of all disciplinary actions must be made through the Administrative Remedy Program. DHO appeals are made to the Regional Director (BP-10) and the general counsel (BP-11).

**Special Housing Unit** - There are two levels of housing in the special housing unit. They are administrative detention and disciplinary segregation. Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status and are seen by a member of the health services staff daily, including weekends and holidays. Additionally, a unit staff member will visit the special housing unit daily.

Administrative detention separates an inmate from general population. To the extent practical, inmates in administrative detention are provided with the same general privileges as inmates in general population. An inmate may be placed in administrative detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in disciplinary segregation.

Disciplinary segregation is used as a sanction for violation of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in disciplinary segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in disciplinary segregation. Also, staff shall provide a reasonable amount of non-legal reading material. The rules and regulations of the Special Housing Unit will be strictly enforced for all inmates confined in the unit. Inmates are afforded one telephone call every thirty days while in the unit. Legal calls are requested and arranged by the Unit Team members. The following guidelines for cell sanitation will be strictly adhered to concerning inmate cells and personal property:

1. No hanging of "Sheet Ropes" in any of the cells within the unit will be tolerated.
2. Sheets will not be torn up for any individual purpose. Any inmate with a torn sheet in his possession will receive an incident report requiring him to pay for the damaged government material.

3. All items of "Inmate Personal Property," will be stored neatly under the single bunk.
4. All food trays will be returned at the conclusion of each meal. At no time will excess Styrofoam cups or boxes of cereal be kept in a cell. This includes all Styrofoam trays as they are used to store nuisance items.
5. At the conclusion of each meal, inmates will be allowed to deposit trash from their cell in a trash bag, when trays are picked up after the meal.
6. At no time will graffiti or other markings be placed on the cell walls. Also, no items may be hung on the cell walls.
7. No form of cover may be placed on lights. The lights may not be tampered with in any way.

If any of the aforementioned items are discovered by a unit Officer, all inmates in the cell will be restrained from behind, removed from the cell and an immediate shakedown of the cell initiated. Inmates in this status will not participate in any unit activities and the Special housing Unit Lieutenant will be contacted immediately. Any violation of the above identified procedures will result in, "Disciplinary Action," being taken against the occupant(s) of the cell in question.

#### INMATE RIGHTS AND RESPONSIBILITIES 541.12

##### RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. \_\_\_\_\_
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. \_\_\_\_\_

##### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know the rules and abide by them.

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|--|---|
| <p>3. You have the right to freedom of religious affiliation, and voluntary religious worship.</p>   | <p>3. You have the responsibility to recognize and respect the rights of others in this regard.</p>   |
| <p>4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.</p> | <p>4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.</p> |
| <p>5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.</p>  | <p>5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.</p>                         |
| <p>6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).</p>   | <p>6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</p>  |
| <p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>  | <p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>   |

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|---|--|
| <p>8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.</p> | <p>8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.</p>   |
| <p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>       | <p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p>  |
| <p>10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.</p>  | <p>10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p> |
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p>                     | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent</p>             |

with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing.	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence.	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E -

- prohibited act of  
Greatest Severity, e.g.  
in furtherance of a riot  
or escape; otherwise the  
charge is properly  
classified Code 218, or  
329).
- 104 Possession, manufacture,  
or introduction of a gun,  
firearm, weapon,  
sharpened instrument,  
knife, dangerous  
chemical, explosive or  
any ammunition.
- 105 Rioting.
- 106 Encouraging others to  
riot.
- 107 Taking hostage(s)
- 108 Possession, manufacture,  
or introduction of a  
hazardous tool (Tools  
most likely to be used in  
an escape or escape  
attempt or to serve as  
weapons capable of doing  
serious bodily harm to  
others; or those  
hazardous to  
institutional security or  
personal safety; e.g.,  
hack-saw blade).
- 109 (Not to be used).
- 110 Refusing to provide a  
urine sample or to take  
part in other drug-abuse  
testing.
- 111 Introduction of any  
narcotics, marijuana,  
drugs, or related  
paraphernalia not  
prescribed for the  
individual by the medical  
staff.
- cannot be the only  
sanction executed).
- G. Loss of privileges (Note  
- can be in addition to A  
through E - cannot be the  
only sanction executed).
- Sanctions A-G

- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open	A. Recommend parole date rescission or retardation.

- Institutions (minimum) and from outside secure institutions--without violence.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in, or encouraging a group demonstration.
- 213 Encouraging others to
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 30 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters,

- refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 Introduction of alcohol into BOP facility.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value. Sanctions A-M
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military

- exercises or drill  
(except for drill  
authorized and conducted  
by staff).
- 221 Being in an unauthorized  
area with a person of the  
opposite sex without  
staff permission.
- 222 Making, possessing, or  
using intoxicants.
- 223 Refusing to breathe into  
a breathalyser or take  
part in other testing for  
use of alcohol.
- 224 Assaulting any person  
(charged with this act  
only when less serious  
physical injury or  
contact has been  
attempted or carried out  
by an inmate).
- 297 Use of the telephone for  
abuses other than  
criminal activity (e.g.,  
circumventing telephone  
monitoring procedures,  
possession and/or use of  
another inmate's PIN  
number; third-party  
calling; third-party  
billing; using credit  
card numbers to place  
telephone calls;  
conference calling;  
talking in code).
- 298 Interfering with a staff  
member in the performance  
of duties. (Conduct must  
be of the High Severity  
nature.) This charge is  
to be used only when  
another charge of the  
high severity is not  
applicable.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure.	A. Recommend parole date
301	(Not to be used).	rescission or
302	Misuse of authorized medication.	retardation.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
304	Loaning of property or anything of value for profit or increased return.	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	C. Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment.	D. Disciplinary segregation (up to 15 days).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of	E. Make monetary restitution.

greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200).

F. Withhold statutory good time.

G. Loss of privileges: commissary, movies, recreation, etc.

H. Change housing (quarters).

I. Remove from program and/or group activity.

J. Loss of job.

K. Impound inmate's personal property.

L. Confiscate contraband.

M. Restrict to quarters.

N. Extra duty.

- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area.
- 317 Failure to follow safety or sanitation regulations.
- 318 Using any equipment or machinery which is not specifically authorized. Sanctions A-N
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in

- accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).
- 332 Smoking where prohibited.
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau

of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person.	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months);
401	Possessing unauthorized amount of otherwise authorized clothing.	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
402	Malingering, feigning illness.	
403	Not to be used.	
404	Using abusive or obscene language.	
405	Tattooing or self-mutilation.	
406	(Not to be used).	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G).	
408	Conducting a business.	
409	Unauthorized physical contact (e.g., kissing, embracing).	E. Make monetary restitution.
410	Unauthorized use of mail (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters).

(May be categorized and charged in the terms of greater severity, according to the nature of the unauthorized use; the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault).

- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Mode-rate Severity nature.) This charge is to be used only when another charge of low moderate severity if not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate

severity is not applicable.

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

## HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

- 1. Right:** You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call, and all support services. Normal sick call is on a triage system conducted Monday through Friday morning at the Health Services Unit. Emergency health care services are available 24 hours a day, and are accessed by contacting the correctional worker responsible for you.

**Responsibility:** You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

- 2. Right:** You have the right to be offered the chance of obtain a *Living Will* (at your own expense), or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

**Responsibility:** You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

- 3. Right:** You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

**Responsibility:** You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading of, or catching, an infectious disease.

4. **Right:** You have the right to know the name and professional status of your health care providers.

**Responsibility:** You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. **Right:** You have the right to be treated with respect, consideration, and dignity.

**Responsibility:** You have the responsibility to treat staff in the same manner.

6. **Right:** You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

**Responsibility:** You have the responsibility to keep this information confidential.

7. **Right:** You have the right to be examined in privacy.

**Responsibility:** You have the responsibility to comply with security procedures.

8. **Right:** You have the right to obtain copies of certain releasable portions of your health record.

**Responsibility:** You have the responsibility of being familiar with the current policy to obtain these records.

9. **Right:** You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the member of your Unit Team, and the Warden.

**Responsibility:** You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff* form, open house, or the accepted *Inmate Grievance Procedures*.

10. **Right:** You have the right to receive prescribed medications

and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

**Responsibilities:** You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. **Right:** You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a health diet.

**Responsibility:** You have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right:** You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

**Responsibility:** You have the responsibility to notify medical staff that you wish to have an examination.

13. **Right:** You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.

**Responsibility:** You have the responsibility to maintain your oral hygiene and health.

14. **Right:** You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

**Responsibility:** You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. **Right:** You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

**Responsibility:** You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept responsibility to

sign the treatment refusal form.

**PATIENT RIGHTS AND RESPONSIBILITY  
FOR TREATMENT OF PAIN**

**RIGHTS**

As a Patient you can expect:

1. Your reports of pain will be believed.
2. Information about pain and pain relief measures.
3. A concerned staff committed to pain prevention and management.
4. Health Professionals who respond quickly to reports of pain.

**RESPONSIBILITY**

What we expect from you:

1. Ask your doctor or nurse what to expect regarding to pain management.
2. Discuss pain relief options with your doctor and mid level provider.
3. Work with your doctor and mid level provider to develop a pain management plan.
4. Ask for pain relief when pain first begins.
5. Help your doctor and mid level provider assess your pain.
6. Tell your doctor or mid level provider if your pain is not relieved.
7. Tell your doctor or mid level provider about any worries you have about taking pain medications.

**RELEASE**

**Sentence Computation** - The Designation and Sentence Computation Center (DSCC), is responsible for the computation of inmate sentences. An inmate will be given the opportunity to review his sentence computation as soon as it is prepared. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision can be addressed with Record's Office Staff during open house hours or mainline.

**Fines and Costs** - In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment

based on payment of fines or costs.

**Detainers** - Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up pending cases.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all detainers based on untried charges which have been lodged as a detainer against an inmate by a "party" state, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, the Interstate Agreement on Detainers is not available.

### **CLOSING**

Hopefully the information in this booklet will assist you upon your arrival at FCC Beaumont. You should also reference this booklet throughout your incarceration at FCC Beaumont to better assist you in your knowledge of applicable procedures and policies. Please do not hesitate to ask staff for assistance.

**DIRECTIONS FROM BEAUMONT**

Merge onto US-69 S / US-287 S / US-96 S. 2.9 miles  
Take the exit toward FLORIDA AVE / AVE A. 0.1 miles  
Stay STRAIGHT to go onto US-287 S / US-69 S / US-96 S. 0.8 miles  
Turn RIGHT onto W PORT ARTHUR RD. 0.2 miles  
Stay straight on W PORT ARTHUR RD. 5.0 miles  
Turn RIGHT onto KNAUTH RD.  
Continue Straight onto the Federal Correctional Complex grounds.  
Follow all signs to respective facilities.  
Turn left at the flag pole for the USP.  
Turn right at the flag pole for the Low Security Institution (1<sup>st</sup> driveway).  
Turn right at the flag pole for the Medium Security Institution (2<sup>nd</sup> driveway).  
Turn right at the flag pole for the Satellite Prison Camp (3<sup>rd</sup> driveway).  
Follow signs.  
Local transportation consists of the South East Texas Regional Airport, a Greyhound bus terminal and taxi services.

Beaumont Taxi (409) 893-1318	Daranda Taxi (409) 504-1118
Flanagan Taxi (409) 838-1283	G&H Taxi Service (409) 985-4400
Flanagan Transportation Co. (409) 835-8237	
American Quality Cabs (409) 839-8294	



U. S. Department of Justice  
Federal Bureau of Prisons

## Sexually Abusive Behavior Prevention and Intervention



*An Overview for Offenders*

**November 2009**

**You Have the Right to be Safe from Sexually Abusive Behavior.**

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

**What Can You Do To Prevent Sexually Abusive Behavior?** Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

**How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior . You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

**Write directly to the Warden, Regional Director or Director.**

You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

**File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

**Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General  
P.O. Box 27606  
Washington, D.C. 20530**

**Understanding the Investigative Process.** Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation.

The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

**Counseling Programs for Victims of Sexually Abusive Behavior.**

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental

health counseling, and spiritual counseling are all available to you.

**Management Program for Inmate Assailants.** Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

**Code 101/(A): Sexual Assault Code 205/(A): Engaging in a Sex Act Code 206/(A): Making a Sexual Proposal Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex Code 300/(A): Indecent Exposure Code 404/(A): Using Abusive or Obscene Language**

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

**What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

**a. Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object

or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

**b. Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

**c. Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

**d. Sexual Misconduct (staff only):** the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.**

**What Can You Do if You Are Afraid or Feel Threatened?** If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

**What Can You Do if You Are Sexually Assaulted?** If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

## Contact Offices

U.S. Department of Justice  
Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001

Central Office  
Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534

Mid-Atlantic Regional Office  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

North Central Regional Office  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

Northeast Regional Office  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

South Central Regional Office  
4211 Cedar Springs Road, Suite 300  
Dallas, Texas 75219

Southeast Regional Office  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-6226

Western Regional Office  
7338 Shoreline Drive  
Stockton, CA 95219